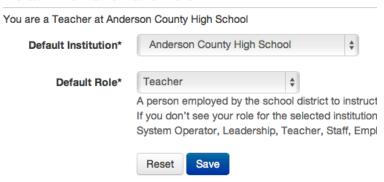It is important to know that evaluation data for educators (Self-Reflection, Professional Growth Plans, Student Growth Goals, Observations, Student Voice Results, and Summary of Evidence) is stored at the SCHOOL level. If you are assigned to multiple schools in CIITS, it will be important for you and your evaluator to determine at which school your evaluation data will be stored. This will allow your evaluator to know where to look for your data.

Since you have multiple school assignments in CIITS, you are able to select which school you want to view. In CIITS, this is called changing your **Default Institution**. To change your Default Institution:

1. Click the **My Account** link in the upper right corner of your CIITS Homepage

2. Click the drop-down box for **Default Institution** to display all of the school's you have access to. Click on the school you would like to view, then Click **Save**

3. It is recommended to Refresh the page (or sign out, then sign back in) to finalize the change. If you choose to Refresh the page, you may get an alert asking if you want to resend the form data, and you must choose yes/send.

Your CIITS account is now at your new Default Institution and ALL data that you view will be from that school (or district if you have changed your Default Institution to the District instead of an individual school). When you are ready to complete/view any of your evaluation sources, make sure your Default Institution is set to the school where your evaluator will look for the data.

NOTE: If you also have a role assignment at the district level and it is currently selected as your default institution, you will NOT see the links to access all of your sources of evidence

(Remember: Always check your Default Institution if you are not currently seeing the correct data, users, or links)